

AUDIT PROCESS

DCDS LOG ON

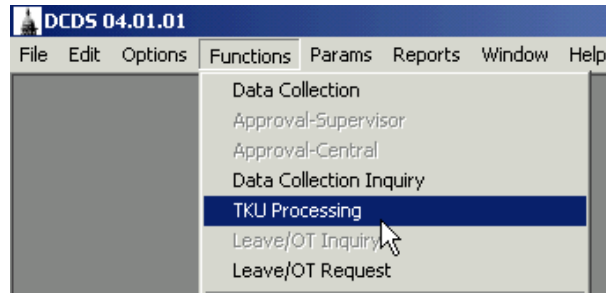


User ID --- is preset for you and is always your last name and first initial, unless there is more than one individual in State Government with your last name and first initial; then it would be your last name and first initial and a number. Examples: DOEJ or DOEJ1

Password --- The first time you log on to DCDS your password will be MAINDCDS. This password will only allow you to log in to DCDS once, so the first thing you will do in DCDS is to change your password to one of your choice. The password must contain a least 6 but no more than 20 characters. It can be either alpha or numeric, but must start with an alpha character. Passwords expire every 45 days.

AUDIT PROCESS

1. On main menu: Click on **Functions**, then click on **TKU Processing**.



2. The Selection screen appears. Enter the selection criteria for Dept., Agency and TKU. Also verify that the correct pay period date is selected. Click the **Select** Button. The Selection list will appear in the lower portion of the screen.

The screenshot shows the TKU Processing Selection screen. The Selection Criteria section includes dropdown menus for Dept: 63, Agcy: 01, TKU: 070, and PP End Dt: 5/24/2003. A Select button is located to the right of the dropdowns. Below the Selection Criteria is the Selection List table, which has columns for Dept, Agcy, TKU, Audited, Certified, and Released. The table contains one row with the values 63, 01, 070. At the bottom of the screen are buttons for navigation (left and right arrows), Modify, and Close.

Dept	Agcy	TKU	Audited	Certified	Released
63	01	070			

3. Highlight the TKU you wish audit. Click on the **TKU Review** tab.

The screenshot shows the TKU Processing Selection screen with the TKU Review tab highlighted. The Selection Criteria section includes dropdown menus for Dept: 63, Agcy: 01, TKU: 070, and PP End Dt: 5/24/2003. A Select button is located to the right of the dropdowns. Below the Selection Criteria is the Selection List table, which has columns for Dept, Agcy, TKU, Audited, Certified, and Released. The table contains one row with the values 63, 01, 070. At the bottom of the screen are buttons for navigation (left and right arrows), Modify, and Close.

Dept	Agcy	TKU	Audited	Certified	Released
63	01	070			

4. Look at the **Total Number of Employees** box in the top left corner of the screen and make sure that the number of Missing timesheets is 0 (zero). If there are no missing timesheets go to Step 6. If there are timesheets missing, refer to the **Missing Timesheet** instructions following this process.

The screenshot shows the 'TKU Processing' window with the 'Missing' tab selected. The 'Total Number of Employees' box shows 1 employee, and the 'Missing Timesheets' box shows 0. The 'TKU Employees' table lists John R. Doe with 68.0 hours of REG1, 4.0 hours of SKLV, and 8.0 hours of ANLV, totaling 80.0 hours. The 'Hours Type' table also shows a total of 80.0 hours. The 'Audit Complete' and 'Certify' buttons are visible at the bottom right.

Total Number of Employees	
Total Employees	1

Missing Timesheets	
Missing Timesheets	0

Total Number of Hours	
Hours Type	Hours
REG1	68.0
ANLV	8.0
SKLV	4.0
Totals :	80.0

Name	Hours Type	Hours	Apprv	Warnings
Doe, John R	REG1	68.0		
	SKLV	4.0		
	ANLV	8.0		
		56.0		

5. Review the APPRV column to ensure timesheets are approved; remind supervisor(s) to approve as necessary.
6. Click on the **Employee Dtl** tab. The timesheet screen will appear.

The screenshot shows the 'TKU Processing' window with the 'Employee Dtl' tab selected. The 'Hours Display' section shows a detailed timesheet for John R. Doe for the month of March. The 'Personal Mileage' is 0.0. The 'Time Detail' button is selected, and the 'Errors' button is highlighted in red.

Hours Display																		
Month: March																		
Hours Type	Sum Total	18 S	19 M	20 T	21 W	22 Th	23 F	24 S	Wkly Total	25 S	26 M	27 T	28 W	29 Th	30 F	31 S	Wkly Total	PP Total
REG1			8.0	8.0	8.0	8.0	8.0		40.0		8.0	8.0	8.0	8.0	8.0		40.0	80.0
Totals:			8.0	8.0	8.0	8.0	8.0		40.0		8.0	8.0	8.0	8.0	8.0		40.0	80.0

Personal Mileage: 0.0

7. Check the timesheet for the following:
 - a. The total hours for the pay period, in the bottom right corner, equal 80 hours if that employee is full-time.
 - b. **Make sure that there is a comment entered for ALL SICK LEAVE USED.** Click on the Comments tab at the bottom of the screen. And,
 - c. If the **Errors** tab is lit up – click on that tab to check the errors/warnings for that timesheet.
 - i. A **Warning** (W) indicates that a change may be necessary.
 - ii. An **Error** message (E) indicates there is a problem with the timesheet that **must** be corrected before time can be released to the next level.
8. If a change needs to be made or a comment added refer to the **Modifying a Timesheet** instructions following this process.
9. Click the [=>] button to go to the next employee.
10. Repeat Steps 6 thru 8 until all timesheets have been reviewed.
11. When all timesheets have been reviewed, click on the **TKU Review** tab.
12. Scroll all the way down. Click on the last hours type on the last employee to enable the **Audit Complete** button.

13. If you have more than one TKU to audit, click on the **Selection** tab and repeat steps 2 thru 12.
14. When you are finished auditing your TKU(s), notify the Certifier that you have completed the Audit process so that he/she may proceed with the Certification process.

Note: Once Audited, a TKU can be modified by the Timekeeper up until the time that OHR releases the TKU.

MISSING TIMESHEET

1. Click on **Missing** tab. This screen displays all those employees who do not have a submitted timesheet for the pay period.

The screenshot shows the 'TKU Processing' window with the 'Missing' tab selected. The window title is 'DCDS 05.03.01'. The menu bar includes File, Edit, Options, Functions, Params, Reports, Window, and Help. The 'Missing' tab is active, and the 'TKU Review' tab is also visible. The screen displays the following information:

Dept.: 64 Aqv: 01 TKU: 003 PP End Dt: 04/14/12

Missing Timesheets

Name	EID	Effective Date
Doe, John R	000000	01/26/2011

At the bottom of the screen, there are two buttons: 'Generate Timesheet' and 'Generate Zero Timesheet'. There are also navigation buttons '<=' and '=>' and a 'Close' button.

2. Click on each employee listed on the Missing tab and choose either the **Generate Timesheet** button to create a standard 80-hour timesheet for the employee or the **Generate Zero Timesheet** button to create a timesheet with zero hours. (If any employee is on extended unpaid leave or no longer works for LARA; a zero timesheet should be entered the employee's name no longer appears on the TKU).

This screenshot is identical to the one above, showing the 'TKU Processing' window with the 'Missing' tab selected. The same employee, 'Doe, John R', is listed. Two white arrows are added to the image: one pointing to the 'Generate Timesheet' button and another pointing to the 'Generate Zero Timesheet' button, indicating the actions to be taken for each employee listed.

3. When a timesheet has been generated for all employees listed on the Missing tab, click on the **TKU Review** tab.

Note: If any of the timesheets you generated need to be modified, refer to the **Modifying a Timesheet** instructions following this process.

MODIFYING A TIMESHEET

Timekeepers have the ability to modify timesheets for the current pay period, even if the TKU has been audited and certified, as long as HR has not released the TKU. You have until Noon on the first Monday of the next pay period to make corrections to the timesheets for the current pay period before HR will start releasing the TKUs.

All post-release corrections to time and attendance must be reported to OHR in written format. The adjustment request may be submitted in either memo or e-mail form and must come from the employee's supervisor. It must contain the following information: name of employee, employee ID number, pay period in question, TKU number, and what the change(s) are. If the change involves sick leave use, the reason for the leave use must also be provided.

1. Make sure that you are on the **Employee Dtl** tab for the employee whose timesheet you wish to modify.

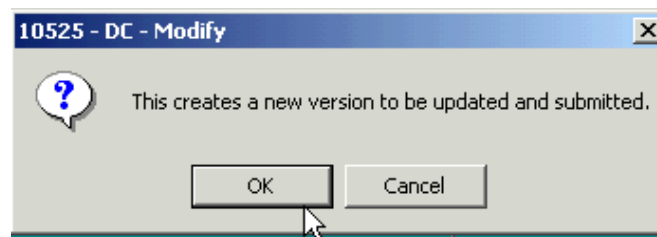
The screenshot shows the 'TKU Processing' window with the 'Employee Dtl' tab selected. The window displays employee information for John R. Doe (EID: 000000) and a timesheet for April. The timesheet table shows hours for each day of the week, with totals for the week and pay period. The 'Modify' button at the bottom right is highlighted with a mouse cursor.

Month:	April														Wkly Total	PP Total	
Hours Type	Sum Total	01 S	02 M	03 T	04 W	05 Th	06 F	07 S	08 S	09 M	10 T	11 W	12 Th	13 F	14 S	Wkly Total	PP Total
REG1			8.0	8.0	8.0	8.0			32.0		8.0	8.0	8.0	8.0		32.0	64.0
ANLV						8.0			8.0							8.0	16.0
Totals:		8.0	8.0	8.0	8.0	8.0			40.0	8.0	8.0	8.0	8.0			40.0	80.0

Personal Mileage: .0

Buttons: Time Detail, CB Detail, Comments, Errors, History, Modify, Close

2. Click the **Modify** button at the bottom of the screen. A confirmation box pops up with the message "This creates a new version to be updated and submitted." Click on **OK** button.



- The Data Collection Screen appears with the employee's timesheet. Make the corrections needed and/or add comments, then click on the **Submit** button.

- A Submit box appears. Make sure that "Time" is checked. Click **OK**.

- The message "Time updated" appears. Click **OK**.

- The TA Comments box appears. Enter a brief comment as to what the modification was and why. Click **OK**.

- If you are still on the Data Collection screen click Close once. This will take you back to the TKU Processing screen.

HELPFUL HINTS FOR AUDIT PROCESS

A **Warning message** means something is not as it should be and needs to be checked out, but it will allow you to continue with hours entry.

An **Error message** indicates that a change to the timesheet is required before releasing to the next level.

Hours entry is completed in tenths of an hours (six minutes = .1 hrs).

Time and Attendance must be entered in daily increments, not in sum total hours for the pay period.

Holiday hours Less Than Full Time Employees –

Holiday hours are calculated using employee's average hours over the last six pay periods, rounded to the nearest tenth of an hour. This average can be found on the "EMP INFO" tab for less than full-time employees.

Plan A hours – These hours should be recorded on the timesheet with the PLNA hours type.

FMLA hours - All hours approved under FMLA must be entered using the various "FML" hours types.